



POSITION DESCRIPTION

POSITION TITLE: Treasurer, Eastern Synod
REPORTING RELATIONSHIP: Synod Council, Synod Assembly
Revision Date: February 2022

POSITION OBJECTIVE:

- From Eastern Synod Bylaws 2018 - Part VII, Section 3:
The treasurer shall:
 - a) Oversee all financial affairs and accounts of this synod, including deeds, mortgages, contracts, trust funds, investments, etc.;
 - b) Be bonded under the fidelity coverage provided by this synod; and
 - c) Perform additional duties as prescribed in the synod council governance and policy manuals.

POSITION INTERFACES:

- Direct contact with the Eastern Synod Council
- Direct contact with the Bishop and other officers of the Eastern Synod
- Direct contact with the Director Finance & Administration and Assistants to the Bishop
- Direct contact with the ELCIC national treasurer and treasurers of the other synods

KEY RESPONSIBILITIES:

- Ensure that the synod remains financially solvent and maintains its status as a going concern:
 - Oversee the development and implementation of strategies to ensure ongoing revenue generation for synodical ministries
 - Participate in operating/capital budgeting processes by providing high level direction to the Director, Finance & Administration
 - Oversee the synod's programs aimed at preserving assets and mitigating risk (e.g. budget monitoring, investment policies, banking, insurance, financial controls, etc.)
 - Ensure that the synod is compliant with all financial regulations (e.g. statutory remittances to CRA, CRA requirements for registered charities/foundations, Ontario trust law, etc.) as well as internal financial policies
- Provide leadership for key financial matters:
 - Present and lead discussions on budgets and other financial matters with staff, officers, the Finance Committee, Synod Council and Assembly delegates
 - Present written and verbal reports to Officers, Synod Council and Eastern Synod Assemblies
 - Chair the Synod Council Finance Committee
 - Interact with the ELCIC national treasurer and other synodical treasurers to exchange information and to coordinate plans for financial issues of interest across the ELCIC

- Ensure that information relevant to congregations (e.g. regulatory changes and requirements, synodical financial policies/procedures, etc.) is communicated to congregational treasurers, rostered ministers and other congregational leaders in a timely basis
- Provide other support, as required:
 - Provide oversight and high level direction for the Director, Finance & Administration
 - Serve as one of the synod's signing officers for material contracts/transactions related to the purchase or sale of property and services, the audit and annual financial statements and key regulatory/compliance matters (e.g. the annual Charity Information Return - T3010)
 - Support the synod auditor
 - Other responsibilities, as assigned

TIME EXPECTATIONS

- Attendance at the following (Note: time estimates are based on current practices that are subject to change, depending on future decisions of Synod Council):
 - Synod Assemblies (2-3 days, every 3 years)
 - Synod Council meetings (2 days, 2-3 times per year)
 - Finance Committee meetings (2-3 hours, 2-4 times per year)
 - Officer meetings (2 hours, 6-12 times per year)
 - ELCIC-wide synodical treasurer meetings (1-2 hours, monthly)
- Preparation time for the meetings listed above
- Time for the oversight and administrative responsibilities identified in the "Key Responsibilities" section above
- Educational time - to maintain a high level awareness of regulatory/environmental changes (through reading, attending webinars, seminars, etc.)

ROLE REQUIREMENTS:

- Financial acumen and experience in a mid-level or senior financial role in a business and/or not-for-profit organization (e.g. congregation). Although not a requirement, a CPA designation would be a definite asset.
- Understanding of the non-profit sector, ideally in an individual congregational setting and/or in the context of the wider church
- Strong written, verbal and interpersonal communication skills (audiences range from one to groups of several hundred)
- Member in good standing of a congregation or a synodically recognized ministry of this synod

COMPENSATION:

- Subject to approval by the Synod Council, some remuneration may be provided to recognize that the responsibilities and time commitments for this role extend beyond those normally expected of a board member. The current remuneration is approximately \$11,000 per year.